

**A SUBSTITUTE RESOLUTION
BY FINANCE/ EXECUTIVE COMMITTEE**

07-R-0591

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH ADI FINANCIAL SERVICES, FOR FC-6006007918, AUDIT OF DUPLICATE PAYMENTS, ON BEHALF OF THE DEPARTMENT OF FINANCE, AT A COMPENSATION RATE OF 20% OF ALL COLLECTED DUPLICATE PAYMENTS, TO BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER 1A01 (GENERAL FUND) 524001 (CONSULTANT/ PROFESSIONAL SERVICES) T31001 (UNALLOCATED FUND- WIDE EXPENSES); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") solicited Requests for Qualifications for qualified firms for FC-6006007918, Audit of Duplicate Payments, to audit accounts payable vendor files to identify duplicate payments; and

WHEREAS, the agreement is for a period of one (1) year with one (1) one- year (1) renewal option at the sole discretion of the City; and

WHEREAS, the Chief Financial Officer and the Chief Procurement Officer recommend that the contract for FC-6006007918, Audit of Duplicate Payments, be awarded to ADI Financial Services, at a compensation rate of 20% of all collected duplicate payments.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor or her designee be and is hereby authorized to enter into an appropriate contractual agreement with ADI Financial Services, for FC-6006007918, Audit of Duplicate Payments, on behalf of the Department of Finance, at a compensation rate of 20% of all collected duplicate payments, to be charged to and paid from fund account and center number 1A01 (General Fund) 524001 (Consultant/ Prof. Services) T31001 (Unallocated Fund- Wide Expenses).

BE IT FURTHER RESOLVED, that said agreement shall be for a period of one (1) year with one (1) one- year (1) renewal option at the sole discretion of the City.

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby directed to prepare the appropriate contractual agreement for execution by the Mayor.

BE IT FINALLY RESOLVED, that said contractual agreement shall not become binding upon the City, and the City shall incur no liability upon the same until such contract is approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

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**Department of Procurement
Legislative White Paper**

Committee of Purview:
Finance/Executive

Caption:

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Council Meeting Date:

Legislation Title: Contract Agreement between ADI Financial Services and the City FC-6006007918

Requesting Dept.: Finance

Contract Type: Audit of Duplicate Payments

Source Selection: RFP

Bids/Proposals Due: September 27, 2006

**Number of Bids/
Proposals Received:** Four (4)

Bidders/Proponents:

- 1) **ADI Financial Services**
- 2) Horn & Associates
- 3) DKS & C, Inc.
- 4) Trinity Consulting Group, LLC

Justification Statement: Based on the information submitted and the evaluation criteria established for this project, the most responsible and responsive proponent is ADI Financial Services.

Background: Contractor will aid the City to audit accounts payable vendor files to identify duplicate payments.

Fund Account Center: 1A01 724001 T31001

Source of Funds: N/A

Fiscal Impact: Twenty Percent (20%) of all identified duplicate payments.

Term of Contract:

One (1) year with one (1) one renewal option at the City's sole discretion.

Approvals:

DOF: YES

DOL: YES

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH ADI FINANCIAL SERVICES, FOR FC-6006007918, AUDIT OF DUPLICATE PAYMENTS, ON BEHALF OF THE DEPARTMENT OF FINANCE, AT A COMPENSATION RATE OF 20% OF ALL IDENTIFIED DUPLICATE PAYMENTS, TO BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER 1A01 (GENERAL FUND) 724001 (CONSULTANT/ PROFESSIONAL SERVICES) T31001 (UNALLOCATED FUND- WIDE EXPENSES); AND FOR OTHER PURPOSES.

Council Meeting Date: April 16, 2007

Requesting Dept.: Department of Finance

B. To be completed by the department :

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to authorize a new contract with ADI Financial Services, Inc. to audit accounts payable vendor files to identify duplicate payments.

2. Please provide background information regarding this legislation.

In 2002 the City secured a vendor to perform audit of duplicate payments from 1997-2002. Since it has been five (years) since this type of audit was performed the Controller desired to perform audit again at this time.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** RFP
- (c) **Bids/Proposals Due:** 9/26/06

- (d) **Invitations Issued:** 86
- (e) **Number of Bids:** NA
- (f) **Proposals Received:** 4
- (g) **Bidders/Proponents:** ADI Financial Services, DKS&C, Inc, Horn & Associates, Trinity Consulting Group
- (h) **Term of Contract:** One (1) year with one (1) year renewal option

4. Fund Account Center: 1A01 (General Fund) 724001 (Consultant/Professional Services) T31001 (Unallocated Fundwide Expenses)

5. Source of Funds: *Example* General Fund

6. Fiscal Impact: 20% of all identified duplicate payments

7. Method of Cost Recovery: All monies recovered due to duplicate payments

This Legislative Request Form Was Prepared By: Leslie Epps, Submitted by LaShawn Gardiner



CITY OF ATLANTA
DEPT. OF PROCUREMENT

2006 OCT -5 PM 3:33

CITY OF ATLANTA

SUITE 1700

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359

Internet Home Page: www.atlantaga.gov

Shirley Franklin
Mayor

OFFICE OF CONTRACT COMPLIANCE

Hubert Owens

Director

howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: FC 6006007918, Audit of Duplicate Payments

DATE: October 6, 2006

The Office of Contract Compliance has evaluated four (4) bids for minority and female business enterprise participation. All proponents are eligible under Section 2-1449(a) (2) (C). Three of the proponents have been deemed responsive by the Office of Contract Compliance. For your information, the proponents have committed to utilizing M/FBEs as indicated below:

<u>ADI Financial Services</u>		
Trinity Consulting Group	FBE	17.00%
Lewis Business Services	AABE	17.00%
Total Participation		34.00%
<u>Trinity Consulting Group</u>		
ADI Financial Services	AABE	17.00%
D 4 Consulting Services	FBE	17.00%
Total Participation		34.00%
<u>DKS & C, Inc</u>		
Blueprint Solutions	AABE	15.00%
MST Consulting	FBE	15.00%
Total Participation		30.00%
<u>Horn 7 associates, Inc.</u>		
Glennon Design Group	FBE	< 1.00%
Total Participation		< 1.00%
(Non-Responsive)		

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Mimie Woods, DOP

SIGN-IN SHEET FOR PROPOSAL CONFERENCE OPENING

FC-6006007918

PRO
07918

PROJECT TITLE: AUDIT OF DUPLICATE PAYMENTS (RP)

DATE: SEPTEMBER 27, 2006

TOTAL NUMBER OF PROPONENTS:

[illegible]

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Legislative Counsel (Signature): Simone D. Brathwaite

Simone D. Brathwaite

Contact Number: x 6310

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Council Deadline: March 12, 2007

Committee Meeting Date(s): March 27-28, 2007 Full Council Date: April 16, 2007.

Commissioner Signature

James S. Davis

Chief Procurement Officer

Adan Smith

CAPTION

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FINANCIAL IMPACT: 20% of all identified duplicate payments

Mayor's Staff Only

Received by Mayor's Office:

3.12.07
(date)

Reviewed by:

JP
(date)

Submitted to Council:

3/16/07
(date)